CHAPTER 3. GRANT NUMBERING SYSTEM

3-1 GENERAL ARC funds must be accounted for separately
    from CDBG funds to provide ARC a status of expenditure
    and to determine whether funds are being used in
    accordance with applicable ARC rules. Accordingly,
    the procedures described below must be followed to
    assign the numbers to ARC grants administered in
    conjunction with CDBG funds:

   A.   State CDBG Program The Field Offices will assign
        grant numbers as follows:

        1.   All except the initial letter and the last
             four/five digits should be identical to the
             CDBG number previously assigned to the
             state;

        2.   The initial letter of identification for ARC
             projects is "A" and the ARC grants should be
             numbered consecutively beginning with 0001
             for the last four digits of the grant
             number. For example, if the State CDBG
             number is B-90-DC-51-0001, the ARC project
             number should be A-90-DC-51-0001; and

        3.   If that state has two or more ARC projects
             within the same Fiscal Year, the projects
             should be numbered consecutively. For
             example, if that state has three ARC grants
             within FY 90, the ARC project numbers should
             be: A-90-DC-51-0001, A-90-DC-51-0002, and
             A-90-DC-51-0003.

   B.   HUD-Administered CDBG Program The New York Field
        Office will assign grant numbers when the "Field
        Office Manager's Certification" is prepared as
        follows:

        1.   The ARC grant number is the same as the
             Small Cities grant number for communities
             with an open CDBG grant, except the initial
             letter is "A". For example if the Small
             Cities grant number is B-90-DH-36-0055, the
             ARC grant number will be A-90-DH-36-0055.

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        2.   Assign a Small Cities grant number for
             communities that do not have an existing
             CDBG grant, except the initial letter is "A"
             instead of "B".

C. Entitlement CDBG Program The HUD Field Office staff assigns the numbers for projects located in entitlement areas when the "HUD Field Office Manager's Certification" is prepared, as follows:

1. Assign the same number as the entitlement grant, except the initial letter is "A". For example, if the entitlement grant number is B-90-MC-01-0005, the ARC project number should be A-90-MC-01-0005. This number should be assigned by the Field Office when the "Field Office Manager's Certification" is prepared.